



## DEPARTMENT OF THE NAVY

U.S. NAVY ELEMENT  
REGIONAL HEADQUARTERS  
ALLIED FORCES SOUTHERN EUROPE  
PSC 813 BOX 167  
FPO AE 09620

NAVELEMINST 1700.1G  
N1  
29 Jul 02  
IN REPLY REFER TO:

### U.S. NAVY ELEMENT INSTRUCTION 1700.1G

Subj: SENIOR SAILOR/JUNIOR SAILOR AND BLUE JACKET OF THE  
QUARTER (SSOQ/JSOQ/BJOQ) AND SAILOR, JUNIOR SAILOR AND  
BLUE JACKET OF THE YEAR (SOY/JSOY/BJOY)

Ref: (a) OPNAVINST 1700.10  
(b) NAVSUPPACT NAPLES INST 1700.1

Encl: (1) SSOQ/JSOQ/BJOQ Nomination Format  
(2) Board grading sheet for SSOQ/JSOQ/BJOQ  
(3) SSOQ/JSOQ/BJOQ Letter of Recommendation  
(4) SSOQ/JSOQ/BJOQ Letter of Appreciation by Navy Element  
OIC  
(5) Sample SSOQ/JSOQ/BJOQ Flag Letter of Commendation  
(6) SSOY/JSOY/BJOY Nomination Format  
(7) SSOQ/JSOQ/BJOQ Letter of Recommendation  
(8) Sample SSOQ/JSOY/BJOY Flag Letter of Commendation  
(9) SSOY/JSOY/BJOY Navy Achievement Medal

1. Purpose. To provide guidelines for nomination and selection of SSOQ/JSOQ/BJOQ and SSOY/JSOY/BJOY for the U.S. Navy Element, Regional Headquarters, Allied Forces Southern Europe.

2. Cancellation. USNAVELEMINST 1700.1F

3. Background. Reference (a) establishes the U.S. Navy SSOQ/JSOQ/BJOQ and SOY/JSOY/BJOY to enhance recognition of enlisted personnel.

4. Applicability. Sailors E-4 and below are eligible for BJOQ. E-5 personnel are eligible for JSOQ and E-6 personnel are eligible for SSOQ. All SSOQ/JSOQ/BJOQ selectees are eligible for SSOY/JSOY/BJOY but must be nominated if performance warrants. First Class Petty Officers selected for advancement to E-7 are not eligible for this program.

5. Action.

a. Nominations for SSOQ/JSOQ/BJOQ

(1) Supervisors will submit nominations to the Command Master Chief (CMC) not later than the third Wednesday of the following months: March, June, and September.

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In December, packages are due the second Wednesday. Packages for each candidate should be prepared using the format in enclosure (1). The JSOQ/SSOQ/BJOQ Board will convene the fourth Wednesday of the months listed above. In December, the board will convene the third Wednesday.

(2) The chain of command will consider military bearing, leadership qualities, attitude with emphasis placed on candidate performance, accomplishments and contributions during the quarter for which the member is nominated. Bullet format is encouraged.

(3) An individual who is selected may not be renominated for a period of one year, unless nominated for SSOY. Supervisors may renominate non-selectees during any succeeding quarter. Multiple nominations from the same workcenter are authorized.

b. SSOQ/JSOQ/BJOQ Selection Board

(1) The SSOQ Selection Board consists of the CMC and a minimum of three additional Master Chiefs (MC), Senior Chiefs (SC), and/or Chief Petty Officers (CPO). The board will grade nominees using enclosure (2).

(2) The JSOQ Selection Board consists of the CMC and a minimum of three Chief's or First Class Petty Officers (PO1).

(3) The BJOQ Selection Board consists of the CMC and a minimum of three PO1s.

(4) Nominees appear before the Selection Board in the appropriate service dress uniform. Nominees should be prepared to answer a variety of questions relating to the Navy and AFSOUTH goals and policies, as well as current events.

(5) In the event of a tie vote, the CMC will cast the deciding vote.

(6) The Board will forward its results to the Officer in Charge (OIC) of the U.S. Navy Element for final approval, using enclosure (3).

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(7) The OIC will announce SSOQ/JSOQ/BJOQ winners at an appropriate ceremony.

(8) SSOQ selectee will compete in Naples area SSOQ the first week of the following month.

c. Recognition for SSOQ/JSOQ/BJOQ nominees

(1) Each individual nominated as the SSOQ, JSOQ, BJOQ, will receive a Letter of Appreciation (LOA) from the Navy Element OIC, enclosure (4).

d. Recognition for SSOQ/JSOQ/BJOQ selectees

(1) Each individual selected as the SSOQ, JSOQ and BJOQ will receive the following:

(a) Flag Letter of Commendation (FLOC), enclosure (5).

(b) Three-month parking pass for use in the SSOQ/SSOY parking space in front of the Navy Exchange.

(c) Recognition in the local media and have a copy of their picture posted on the Navy Element SSOQ/JSOQ/BJOQ board.

e. The SSOY/JSOY/BJOY nomination and Selection Board.

(1) Nomination of SSOY/JSOY/BJOY candidates follow the same procedures as SSOQ/JSOQ/BJOQ nominees, but the period of consideration is the entire preceding calendar year, with additional emphasis on command and community involvement. Nominations are submitted utilizing an expanded format outlined in enclosure (6).

(2) The SSOY/JSOY/BJOY Selection Board consists of the CMC and a minimum of five MCs, SCs, and/or CPOs. The BJOY Selection Board will consist of the CMC, the current SSOY (when possible), and a minimum of five POIs. The board will grade nominees using enclosure (2).

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(3) The Selection Board meets during the first week in January.

(4) The Board will forward its results to the OIC of the U.S. Navy Element for final approval, using enclosure (7).

(5) Announcement of SSOY/JSOY/BJOY selection will be made at an appropriate ceremony.

f. Recognition for SSOY/JSOY/BJOY nominees

(1) Each individual nominated as the SSOY, JSOY, BJOY, will receive a Flag Letter of Commendation, enclosure (8).

g. Recognition for SSOY/JSOY/BJOY selectees

(1) Serves as the U.S. Navy Element representative at various functions throughout the year and receives the following:

(a) A plaque funded by the Navy Element Morale and Welfare Fund.

(b) Recommendation for Navy Achievement Medal, enclosure (9).

(c) A one-year parking pass for use in the SSOQ/SSOY parking space in front of the Navy Exchange.

(d) Recognition on the Navy Element photo board for one year (SSOY only).

(e) Nomination for the Naples Area SOY (Senior Sailor of the Year only) (reference b).

R. C. WEITZMAN

Distribution: (USNAVELEMINST 5216.1)  
Lists I, II, III

NAVELEMINST 1700.1G  
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(a) A plaque funded by the Navy Element Morale and Welfare Fund.

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(c) A one-year parking pass for use in the SSOQ/SSOY parking space in front of the Navy Exchange.

(d) Recognition on the Navy Element photo board for one year (SSOY only).

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R. C. WEITZMAN

Distribution: (USNAVELEMINST 5216.1)  
Lists I, II, III

NAVELEMINST 1700.1G

SSOQ/JSOQ/BJOQ NOMINATION FORMAT

From:

To: Command Master Chief, Regional Headquarters Allied Forces  
Southern Europe, Naples

Subj: SENIOR SAILOR OF THE QUARTER/JUNIOR SAILOR OF THE QUARTER/BLUE  
JACKET OF THE QUARTER NOMINATION

Ref: (a) USNAVELEMINST 1700.1 (series)

1. Per reference (a), \_\_\_\_\_ is hereby  
nominated for (Senior Sailor of the Quarter) (Junior Sailor of the  
Quarter), (Blue Jacket of the Quarter), for the period \_\_\_\_\_ to  
\_\_\_\_\_.

2. Supporting justification for this nomination is as follows:

- a. Performance
- b. Military behavior
- c. Appearance
- d. EO support
- e. Education accomplishments
- f. Community involvement (including sports)
- g. Demonstrated leadership
- h. Military Education Accomplishments
- i. Spouses full name and address, for single Sailors, the full  
names of their parents and address

\_\_\_\_\_  
Signature Block

BOARD GRADING SHEET FOR SENIOR SAILOR/JUNIOR SAILOR OF THE QUARTER/YEAR

NAME OF CANDIDATE: \_\_\_\_\_

CATEGORIES:

1 (lowest) (Highest) 5

1. Military Bearing before the Board (Including Appearance)

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2. Presence before the Board (Eye Contact, Self Assurance, Maturity, etc.)

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3. Content of answers to questions posed by the Board

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4. Command and Community Involvement/Educational Accomplishments

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5. Other: \_\_\_\_\_

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TOTAL:

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NOTES

Date

MEMORANDUM

From: Command Master Chief, U.S. Navy Element, RHQ AFSOUTH

To: Officer in Charge, U.S. Navy Element, RHQ AFSOUTH

Subj: SENIOR SAILOR, JUNIOR SAILOR, BLUE JACKET OF THE QUARTER  
(SSOQ), (JSOQ), (BJOQ) SELECTION FOR \_\_\_\_\_ QUARTER CY  
\_\_\_\_\_

1. On \_\_\_\_\_ the Senior Sailor, Junior Sailor, Blue Jacket Sailor of the Quarter Board was held. The following individuals were members of the board:

2. The following individuals were candidates for this quarter's SSOQ, JSOQ, BJOQ:

3. After reviewing the submitted packages and interviewing the candidates the board selected the following individuals as the SSOQ, JSOQ, BJOQ, for the \_\_\_\_\_ quarter of calendar year \_\_\_\_\_:

4. This memo is submitted for your review and approval/disapproval of the board's selection.

Very Respectfully,

Chairman of the Board

NAME

RATE, USN



## **YN2 John T. Doe**

**For your nomination as the Regional Headquarters, Allied Forces Southern Europe Junior Sailor of the Quarter from date to date. You competed in a field of outstanding candidates representing various and uniquely different departments of this joint service command. Your personal characteristics, demonstrated leadership, superb ability to express yourself, and a sincere desire to assist others were the driving forces behind your nomination. Your diligent efforts and resourcefulness inspired all who observed and contributed significantly to the accomplishment of the North Atlantic Treaty Organization mission in the Southern Region. Your professionalism and devotion to duty reflected credit upon yourself and were in keeping with the highest traditions of the United States Naval Service.**

**R. C. WEITZMAN**

NAVELEMINST 1700.1G

YEOMAN FIRST CLASS  
JOHN H. DOE  
UNITED STATES NAVY

For services as set forth in the following  
CITATION:

For your selection as the U.S. Navy Element Sailor of the Quarter from \_\_\_\_\_ 200\_ to \_\_\_\_\_ 200\_ while assigned to U.S. Navy Element, Regional Headquarters, Allied Forces Southern Europe, Naples, Italy. Petty Officer Doe was selected from a field of outstanding candidates representing various and uniquely different departments of this joint service command. His personal characteristics, demonstrated leadership, superb ability to express himself, and sincere desire to assist others were the driving force behind his selection. His diligent efforts and resourcefulness inspired all who observed and contributed significantly to the accomplishment of the NATO mission in the Southern Region. Petty Officer Doe's professionalism and devotion to duty reflected great credit upon yourself and the United States Naval Service.

GREGORY. G. JOHNSON  
Admiral, U.S. Navy

SOY/JSOY/BJOY NOMINATION FORMAT

From:  
To: Command Master Chief, U. S. Navy Element, Regional  
Headquarters Allied Forces Southern Europe, Naples, Italy  
Subj: 2002 U.S. NAVY ELEMENT SAILOR/JUNIOR SAILOR/BLUE JACKET  
OF THE YEAR NOMINATION IN THE CASE OF \_\_\_\_\_

Ref: (a) NAVELEMINST 1700.1 series

- Encl: (1) Information to support nomination (copies of last  
three Performance Evaluations, Letters of  
Appreciation/Commendation, Sailor of the Quarter,  
etc.)
- (2) Biography (narrative format starting with date and  
place of birth, schooling, military service, current  
assignment, awards and medals, family, etc.)
- (3) Personal Award Recommendation (OPNAV 1650/3) for  
Navy Achievement Medal

1. Per reference (a), \_\_\_\_\_ is hereby  
nominated for 2002 U.S. Navy Element (Sailor of the Year)  
(Junior Sailor of the Year) (Blue Jacket of the Year).

2. Full name, address, and complete telephone number of  
nominating branch/division.

3. The following information is provided:

- a. Name:
- b. Date of birth:
- c. Date enlisted in the Navy:
- d. Advancement history (give effective dates):
  - (1) E-4:
  - (2) E-5:
  - (3) E-6:

e. Currently selected for advancement (if yes, date to be  
advanced):

f. Dependents (list names, dates of birth, SSNs, if applicable):

g. If previously selected as Sailor/Junior Sailor of the Month/Quarter/Year, give date(s) and command(s):

h. Brief synopsis of significant professional achievements which warrant selection:

i. Awards:

j. Nominee's off-duty community involvement:

k. List educational background:

(1) Years of formal schooling completed and degree attained:

(2) Navy schools completed:

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, USAFI/DANTES courses, Navy sponsored courses, etc., exclude training courses required for advancement):

4. Any other information to distinguish nominee from contemporaries (limit: one type-written page):

Date

MEMORANDUM

From: Command Master Chief, U.S. Navy Element, RHQ AFSOUTH  
To: Officer in Charge, U.S. Navy Element, RHQ AFSOUTH

Subj: SENIOR SAILOR, JUNIOR SAILOR, BLUE JACKET OF THE YEAR  
(SSOY), (JSOY), (BJOY) SELECTION FOR \_\_\_\_\_ YEAR CY  
\_\_\_\_\_

1. On \_\_\_\_\_ the Senior Sailor, Junior Sailor, Blue Jacket Sailor of the Year Board was held. The following individuals were members of the board:
2. The following individuals were candidates for this quarter's SSOY, JSOY, BJOY:
3. After reviewing the submitted packages and interviewing the candidates the board selected the following individuals as the SSOY, JSOY, BJOY, for the calendar year \_\_\_\_\_:
4. This memo is submitted for your review and approval/disapproval of the board's selection.

Very Respectfully,

Chairman of the Board  
NAME  
RATE, USN

YEOMAN FIRST CLASS  
JOHN H. DOE  
UNITED STATES NAVY

For services as set forth in the following  
CITATION:

For your nomination as the U.S. Navy Element Sailor of the Year from \_\_\_\_\_ 200\_ to \_\_\_\_\_ 200\_ while assigned to U.S. Navy Element, Regional Headquarters, Allied Forces Southern Europe, Naples, Italy. Petty Officer Doe was selected from a field of outstanding candidates representing various and uniquely different departments of this joint service command. His personal characteristics, demonstrated leadership, superb ability to express himself, and sincere desire to assist others were the driving force behind his selection. His diligent efforts and resourcefulness inspired all who observed and contributed significantly to the accomplishment of the NATO mission in the Southern Region. Petty Officer Doe's professionalism and devotion to duty reflected great credit upon yourself and the United States Naval Service.

GREGORY. G. JOHNSON  
Admiral, U.S. Navy

**YEOMAN FIRST CLASS (SURFACE WARFARE)**

**JOHN D. D.OE**

**UNITED STATES NAVY**

PROFESSIONAL ACHIEVEMENT as (Job Title) for U.S. Navy Element, Regional Headquarters, Allied Forces Southern Europe from 1 January 2002 to 31 December 2002. Undergoing a grueling and intense interview process, Petty Officer Doe was selected as U. S. Navy Element Sailor of the Year from a field of outstanding Sailors representing various and uniquely different departments of this joint service command.

Amplifying  
Information

Petty Officer Doe's managerial ability, personal initiative, and unswerving devotion to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

GREGORY G. JOHNSON

Admiral, U.S. Navy

Commander in Chief, Allied Forces  
Southern Europe